

CIA EMERGENCY PLANNING COMMITTEE

14 July 1950

PLAN FOR THE SECURE STORAGE OF VITAL DOCUMENTS

REFERENCES: (a) Report of the Committee on Storage of Vital Documents (with 3 enclosures) dated 23 September 1948
(b) Memorandum from the Acting DCI to AD/OCD dated 4 October 1948, subject: Storage of Vital Documents
(c) Memorandum from the Executive to all Assistant Directors and Staff Chiefs dated 25 October 1949, subject: CIA Emergency Plans, ER-O-7073

THE PROBLEM

1. The problem is to prepare a plan for the storage in one or more selected, secure places of those documents, to be selected, which would be vital to the continued operation of the Agency in the event that all records now maintained in the Washington area were destroyed.

2. This statement of the problem covers all those items directed by the Executive in Reference (c) to be included in the plans bearing on the above subject, to be developed by the CIA Emergency Planning Committee.

These items follow:

- a. Designation of vital records for storage;
- b. Site or sites for storage;
- c. Security measures for storage space;
- d. Movement of documents to storage location(s);
- e. Personnel and equipment requirements;
- f. Estimated cost to provide and maintain the storage location(s).

DISCUSSION

3. See Annex D.

CONCLUSIONS

4. It is concluded that:

- a. Annex A gives a list of those documents which would be vital to the continued operation of the Agency in the event that all records now maintained in the Washington area were destroyed; this list should be reviewed once the repository has become a going concern, with a view to broadening its scope to the extent that space permits;

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b. [REDACTED]

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affords an excellent site for a repository for vital documents to be maintained as an expedient for the immediate future;

c. The provision of a permanent repository should be integrated with the project of obtaining permanent housing at a secure site or sites for the elements of CIA now located in Washington;

d. Only one repository should be established for the present;

e. The security measures outlined in Paragraph 12, Annex D, are adequate for the protection of the repository; these include the

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[REDACTED] as itemized in

Annex B;

f. Movement of documents to the repository can be accomplished satisfactorily as described in Paragraph 15, Annex D, without costs chargeable directly to the repository;

g. The Assistant Director for Collection and Dissemination should be charged with the implementation of this plan, employing as his assistant the Officer in Charge of the Repository for Vital Documents (OC/RVD);

h. A detailed operating procedure for the repository should be drawn up by the OC/RVD under the supervision of the AD/OCD; in the use of the microfilm process, the procedure should follow the principles outlined in Paragraph 2, Annex C;

i. No additional personnel are required to operate the repository, since the function can be performed by CIA personnel in conjunction with their normal duties;

j. The equipment itemized in Annex C is required for the establishment and maintenance of the repository;

k. It will cost a total of approximately \$50,000.00 to establish the repository, see Annexes B and C;

l. Maintenance of the repository will cost about \$23,000.00 the first year, and about \$12,000.00 annually thereafter, see Annex C;

m. The preparation of an emergency operating plan must be continued.

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RECOMMENDATIONS

5. It is recommended that:

a. The memorandum attached herewith as Annex E be dispatched in the name of the Director to the Assistant Director for Collection and Dissemination;

b. The memorandum attached herewith as Annex F be dispatched in the name of the Director to the Chief, Administrative Staff;

c. The preparation of an emergency operating plan for the Agency be continued.

ANNEXES:

- A - List of Vital Documents;
- B - Construction Costs;
- C - Equipment and Processing Costs;
- D - Discussion;
- E - Draft memorandum to AD/OCD;
- F - Draft memorandum to Chief, Administrative Staff.

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